

Request for Applications (RFA)

**Office of the State Superintendent of Education (OSSE)
Division of Wellness and Nutrition Services (WNS)**

DC School Garden Program (DCSGP)

Announcement Date: November 28, 2011

RFA Release Date: December 12, 2011

Pre-Application Question Period ends: December 22, 2011

Application Submission Deadline: January 13, 2012

**LATE OR INCOMPLETE APPLICATIONS
WILL NOT BE FORWARDED TO THE REVIEW PANEL.**

Checklist for Applications

Application for the DC School Garden Program (DCSGP)

- ☐ The application is printed on 8½” by 11” paper, printed on one side, double-spaced (including bulleted items), using 12-point type with a minimum of 1” margins, and does not exceed six (6) pages of narrative plus attachments. All pages must be numbered.
- ☐ The applicant has submitted the required five (5) sets of the application; submit one (1) original and four (4) full copies with all attachments of the completed application signed by the School Principal.
- ☐ The applicant has answered all components of the RFA and included all documentation listed under the “Required Attachments to Application” section of the RFA.

Contact Information

DCSGP Sponsor Panel

Mr. Sam Ullery, School Garden Specialist
Office of the State Superintendent of Education
Wellness and Nutrition Services Department
810 1st Street, N.E., 4th Floor
Washington, DC 20002
202-741- 6485

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Section I: General Information

Introduction

The Office of the State Superintendent of Education (OSSE), Division of Wellness and Nutrition Services is soliciting applications to implement the DC School Garden Program (DCSGP). The purpose of this program is to increase the capacity of DC school gardens as educational resources by providing institutional support to create meaningful learning experiences for students in school gardens.

Background

Washington DC's public and public charter school system is comprised of 127 public schools (approximately 46,000 students) and 91 public charter schools (approximately 32,000 students). The Healthy School Act (HSA), 2010 (D.C. Law 18-209) requires OSSE to make grants available to support school gardens through a competitive process to public schools, public charter schools and other organizations. The HSA aims to eradicate two major epidemics affecting the District of Columbia – childhood obesity (35.5% of school-age youth in the district were overweight or obese in 2007) (www.ncsl.org) and childhood hunger (37.4% of households with children reported that they were food insecure in 2009-2010) (www.dchunger.org). School gardens can be effective resources in combating these epidemics.

With approximately 100 schools having existing or former gardens, over a dozen school garden-focused organizations, and the passing of the HSA, Washington DC is at a crucial turning point in becoming a national leader in garden-based education. These gardens, the majority of which focus on edible and native plants, are used primarily as outdoor classrooms to teach nutrition and science education; however there are opportunities to expand their reach to include subjects across the curriculum and into the community. Most of these projects are realized by a few highly motivated individuals within the school community who champion the garden initiatives in addition to their primary responsibilities. Unfortunately this model proves unsustainable over time as these individuals leave, or become frustrated over the lack of support and challenges associated with integrating the garden into the existing curriculum. Through data collected by OSSE many schools struggle to maintain a robust school garden program due to lack of a dedicated garden coordinator, outside organizational technical support, ongoing professional development, and instructional resources. The DCSGP seeks to increase the capacity of DC school gardens as educational resources by providing schools with support to create meaningful learning experiences for students in school gardens.

Intended Population

The DCSGP makes grants available through a competitive process to Washington DC public schools and public charter schools participating in the Healthy Schools Act (2010). DC based school garden-focused organizations are also eligible to apply.

Section II: Award Information

Award Period

The grant period will begin on March 1, 2012 and end on February 28, 2013.

Available Funding for Award

The total funding available for this award period is \$200,000. Eligible schools and other organizations may apply for an award amount up to \$10,000. At least, twenty (20) awards will be distributed. Thirty percent (30%) of each grant will be awarded as start-up expenses and subsequent mid-point and end of year payments will follow in compliance with OSSE grant policies and procedures. See Section III: Eligibility Information for more details.

Funding Restrictions

Funds may be used to support activities described in the program requirements of this RFA and/or included in the applicant's submission as part of their program plan. Funding may not be used for travel expenses. Funding may be used to cover the costs of personnel, transportation, materials, training and to support the promotion of garden-based education.

Pre-Application Question Period

To ensure an equal opportunity for all applications, the OSSE requests that all applicants submit questions regarding the RFA electronically to sam.ullery@dc.gov by December 22nd, 2011 at 5 p.m. Questions submitted after this deadline date will not receive responses. Please label the subject line as "School Garden Program RFA". Answers to submitted questions will be made available through email by January 2nd, 2011 at 5 p.m.

Applicants interested in learning more or would like to ask questions about the RFA are encouraged to participate in the information sessions that will take place at 810 1st Street, NE in Room 4012 or via phone by calling (949) 812-4500 and Entering Access Code 1044883#. Information sessions will take place on the following dates:

- December 16th, 2011 at 4:30pm
- December 20th, 2011 at 9:00 am

Contact Person

Mr. Sam Ullery, School Garden Specialist
Office of the State Superintendent of Education
Division of Wellness and Nutrition Services
810 1st Street, N.E., 4th Floor
Washington, DC 20002
Ph: 202-741- 6485
Fax: 202-724-7656
sam.ullery@dc.gov

Section III: Eligibility Information

Eligibility

The OSSE will accept applications from Washington DC public schools and public charter schools participating in the Healthy Schools Act (2010). DC based school garden-focused organizations are also eligible to apply.

Cost Sharing or Matching

Applicants must contribute cost sharing funds equal to or greater than 20% of grant amount. Volunteer time may be used to satisfy this requirement. A detailed line item breakdown of cost sharing contributions should be identified in the budget. Applicants applying for less than \$5,000 are not required to cost share. All applicants are required to contribute resources to the accomplishment of project objectives and are encouraged to cost share in order to maximize programmatic impact by limiting indirect cost to ten percent (10%) of total funds awarded.

Audits

At any time or times before final payment and (3) years thereafter, the District and/or the Federal Government, may audit the applicant's expenditure statements and source documentation.

The applicant cannot at any time prior to the application process nor during the awarding period be in violation of any previous grant obligations from the District of Columbia government or a United States federal agency.

Partnerships

To ensure that applying schools receive the best support possible, all school are required to partner with at least one organization. Applying organizations must partner with one school per application. A list of recommended school garden partners is available (Appendix H). Other organizations that submit an application must submit a letter of commitment from their partner school.

Section IV: Submission Information

The Request for Applications (RFA) will be released on December 12th, 2011 and the deadline for submission is **January 13, 2012 at 5 pm (Eastern Time)**. All applications will be recorded upon receipt. The RFA will be available on the OSSE's website, www.osse.dc.gov, and/or by contacting Sam Ullery at sam.ullery@dc.gov.

Submission Requirements

All applicants are required to submit one (1) original and four (4) full copies with all attachments of the completed application signed by the Authorized Official. The completed application must be single-sided, double-spaced, formatted to 8 ½" x 11" pages with 1" or

larger margins on top, bottom, and both sides, and a font size of not less than 12 point. All pages must be numbered. Application will not be considered for funding if the application fails to submit the required number of copies. Emailed or faxed application will not be accepted.

Mail or hand-deliver the application to:

Office of the State Superintendent of Education
Division of Wellness and Nutrition Services
Nutrition Program
ATTN: Sam Ullery
School Garden Specialist
810 First Street NE, 4th Floor
Washington, DC 20002

Applications that are mailed or delivered by Messenger/Courier services must be sent in sufficient time to be received by the 5:00 p.m. deadline, on January 13, 2012 at the above location. Applications are due no later than 5:00 p.m. on January 13, 2012. All applications will be recorded upon receipt. Late submissions will not be accepted.

Section V: Program Requirements, Application Forms, and Content

General Program Requirements

The purpose of this program is to increase the capacity of DC school gardens as educational resources by providing schools with support to create meaningful learning experiences for students in school gardens.

The expected outcomes of the DCSGP are:

- ☐ Grantees will facilitate student and community input to create school garden spaces and meaningful experiences for students.
- ☐ Grantees will utilize the school garden as an outdoor classroom by incorporating classroom lessons across subject areas while including nutrition education.

Grantees will be required to complete the following activities under the DCSGP.

- School grantees must partner with a school garden focused community based organization to provide technical support.
- Organization grantees must partner with a school to support and/or establish a school garden.
- Grantees must establish a School Garden Advisory Board that convenes three times per year consisting of parents, teachers, students, administrators, staff, and community members who:



- Collaborate with a school garden focused community based organization to provide technical assistance with garden design, professional development, and garden maintenance.
 - Participate in DC School Garden Week and DC Farm to School Week each year.
 - Support a School Garden Coordinator in the day-to-day operations of the school garden.
 - Review and track garden use by implementing a rigorous method for tracking how teachers are using the garden as a teaching tool.
- Grantees must establish a School Garden Coordinator position to oversee day-to-day operations of the school garden who:
 - Participates in School Garden Advisory Board meetings.
 - Teaches or facilitates garden-based lessons.
 - Participates in quarterly OSSE grantee training/networking events.
 - Maintains the school garden as an outdoor classroom by including teachers' input based on their needs and requirements for implementing garden-based lessons.
 - Organizes at least two (2) community-building events such as a harvest celebration or planting day.
 - Collects and submits soil samples to be analyzed for toxins and nutrients by an approved laboratory.
 - Maintains a healthy school garden using sustainable agricultural practices.
 - Grantees must provide mid-year and end of the year reports and occasional informal oral reports on progress.

Application Forms

All applicants are required to complete and submit each application form listed below:

- ☐ Cover Page (Attachment A)
- ☐ Administrative Approval Form (Attachment B)
- ☐ Photo Page (Attachment C)

Letter from School Administrator

All applicants must attach a transmittal letter signed by the school administrator that includes the Request for Application number and School Garden Program as the priority area to which the application is responding.

Table of Contents

Provide a table of contents that includes all applicable items listed in the RFA. Table of contents must include the page numbers of all applicable items.

Format

The application is printed on 8½” by 11” paper, printed on one side, double-spaced (including bulleted items), using 12-point type with a minimum of 1” margins, and does not exceed six (6) pages of narrative plus attachments. All pages must be numbered.

Required Attachments to the Application

The following should be submitted with your application and are not counted towards the application’s overall page limitation:

- Certifications signed by an Authorized Official (Attachment D)
- Assurances (Attachment E)
- Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations (Attachment F)
- Budget Narrative and Justification (Attachment G)
- Recommended Provider List (Attachment H)

Budget Narrative and Justification

The budget narrative must thoroughly describe how the proposed categorical costs are derived. Please discuss the necessity and reasonableness of the proposed costs. For in-kind contributions, the source of the contribution and how the value of the contribution was determined must also be described. All applications must outline proposed costs that support all project activities in the Budget Narrative/Justification (Attachment G).

The application must include the allowable activities that will take place during the funding period and outline the estimated costs that will be used specifically in support of the program. Fees acquired as program income must be utilized towards the project goals and objectives.

Section VI: Application Review Information

Application Review and Scoring

All applications that are complete and that meet the application criteria will be reviewed and scored by a review panel. All applications for this RFA will be objectively reviewed and scored against the key criteria outlined below:

Criteria	Scoring Weight (%)
<i>Project Vision and Implementation Plan</i> <ol style="list-style-type: none"> 1. Please briefly describe the current state of the school grounds. Provide pictures of the school grounds, specifically areas that the school currently uses for the garden program or is planning to use (maximum of 3 photos see attachment C for photographs). 2. Describe the vision of the school garden project. What will be created and implemented, also explain how the school will benefit from this project. 	40



3. This funding is for one year, how will the grantee ensure that the project is sustained and grows over 5 years?	
<i>Curriculum Integration Plan</i> 1. How will the school garden be integrated into the existing classroom curriculum? What challenges are anticipated and what is the plan to overcome these challenges? 2. What type of support will be provided to a School Garden Coordinator? What will this person do on a day-to-day and seasonal basis?	15
<i>Student and Community Involvement Plan</i> 3. How will students be involved in the school garden project? Please give specific examples of how students will use the garden. 4. Please list any organizations, community members, or businesses from the surrounding community that are committed to be involved with this project. (Please attach any letters of support.) 5. How will this school garden project be maintained on a day-to-day basis? Who will participate and how will they be involved?	20
<i>Cost Effectiveness of Budget</i> <i>In addition to the question below; the level of cost effectiveness will be determined in the budget and budget narrative (Attachment G).</i> 6. What other funding sources (if any) has this school garden site received and/or solicited for this coming year?	25

Scoring and recommendations of the review panel are advisory only. The final decision to fund programs rests solely with the OSSE. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information gathered during the internal review, and any other information considered relevant, the OSSE shall decide which applicants to fund.

Review Process

The OSSE may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this RFA. An external peer reviewer is an expert in the field or the subject matter. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications that meet all other requirements (such as timeliness and proper format) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' rating and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities and past performance.

Section VII: Award Administration

Decision and Notifications of Awards

The OSSE follows the competitive bid process for all grant funds in accordance with federal and District competitive regulations. The OSSE will notify all applicants of the final award decision no later than February 17, 2012. Applicants who receive funding will receive written

notices that will include the grant amount, award agreement that will outline the award terms and conditions and any supplemental information required.

Monitoring

The grant recipient will submit midterm and final reports to the OSSE to illustrate use of funds and progression towards goal attainment.

The grant recipient's effectiveness is determined based on the following data:

- The development of the garden space as a student-centered outdoor classroom.
- Minutes from the committee meetings.
- A garden schedule/ journal which clearly illustrates:
 1. The number of garden- based lessons taught as well as a record illustrating the quality and diversity of those lessons.
 2. The number of community members participating in work days.
 3. The number of teachers utilizing the garden.
 4. The number of students that participated in garden lessons.
- Evidence of project goals achieved through quantitative and qualitative data.
- The effectiveness of the School Garden Coordinator in managing the day-to-day operations and health of the school garden.
- The responsiveness to requests and inquiries from the OSSE.

Corrective Action and Termination of Funding

In the event that programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive actions will be taken, at the discretion of the OSSE, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

Nondiscrimination in the Delivery of Services

In accordance with the Title VI of the Civil Rights Act of 1964 (Public law 88-352), as amended, no person shall, on the grounds of race, color, national origin, age, sex, disability, be denied the benefits of, or be subjected to discrimination under, any program activity receiving DCSGP funds.

Confidentiality

Except as otherwise provided by local or federal law, no recipient of OSSE funds shall use or reveal any research or statistical information furnished under OSSE by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the OSSE program funded. Such information, and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted an evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

ATTACHMENT A
DC SCHOOL GARDEN PROGRAM: COVER PAGE

Sponsor Name: _____

Name of Project: _____

Contact Person Name: _____

Contact Person Title _____

Office Address: _____

Phone: _____

Fax: _____

Cell Phone: _____

Email Address: _____

Total Funds Requested: _____

Project Summary: _____

ATTACHMENT B

ADMINISTRATIVE APPROVAL FORM

Part of the success of a school garden depends on the help and approval of a school's principal. As such, the School Garden Specialist will occasionally meet with involved teachers, their principal, the participating NGO, and the school's maintenance crew in order to foster communication and understanding about the project, its importance, and its care and maintenance needs.

Administrative Approval - Please have your principal or administrator sign below and attach a letter with their signature indicating that they are aware of your application and support your potential involvement in the school garden program.

Administrator Name: _____

Title: _____

Administrator Signature: _____

ATTACHMENT C
SCHOOL GARDEN PHOTOGRAPHS

Please attach photos of the existing garden and/or planned garden space to this page
(3 photos maximum)



ATTACHMENT D CERTIFICATIONS

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer Certifications Regarding Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, ‘New Restrictions on Lobbying’ and 28 CFR Part 67, ‘Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).’ The certifications shall be treated as a material representation of fact.

DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—
The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (2) Establishing an on-going drug-free awareness program to inform employees about—
 - (a) The dangers of drug abuse in the workplace;
 - (b) The applicant’s policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
- (4) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (5) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of the Senior Deputy Director for Health Promotion, 825 North Capitol St., NW, Room 3115, Washington, DC 20002. Notice shall include the identification number(s) of each effected grant;



- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

Grantee Name

Grantee Address

Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature

Date

ATTACHMENT E ASSURANCES

This document must be signed by the duly authorized officer of the applicant organization or school, the truth of which is sworn or attested to by the applicant, and signed in the presence of a notary public.

Name: _____

Title: _____

Name of Organization/School: _____

Address of Organization/School: _____

Telephone Number of Organization/School: _____

Email Address of Named Person Above: _____

We hereby attest the following:

1. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
2. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and we give the sponsoring agency through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant;
3. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good standing from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR);
4. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
5. If required by the grant making Agency, we are able to secure a matching amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;

6. We are not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, “Debarment and Suspension,” and implemented by 2 CFR 180, for prospective participants in primary covered transactions and are not proposed for debarment of presently debarred as a result of any action s by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
7. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
8. We will insure that the facilities under our school or organization’s ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations;
9. If required by *The Healthy School Act of 2010* (HAS) (D.C. Law 18-209), our school or organization is in compliance of all of the requirements of this act;
10. We know and understand that awarded funds shall be used to support garden-based education and activities which may include covering the costs of personnel, transportation, materials, and training. The funds may not be used to support travel. The funds may not be transferred outside of, or within the organization or school, for any unrelated purpose; and
11. We will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly with whom they have family, business, or other ties.

Authorized Representative Signature and Title

Date

ATTACHMENT F
APPLICANT ACKNOWLEDGEMENT OF COMPLIANCE WITH APPLICABLE
DISTRICT AND FEDERAL STATUTES AND REGULATIONS

The applicant shall comply with all applicable District and Federal Statutes and Regulations not limited to those below:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S. C. 701 et seq.)
3. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. 201 et seq.)
5. The Clean Air Act (Sub grants over 41000,000) pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (see 18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et seq.)
10. Military Selective Service Act of 1973
11. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
12. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
13. Executive Order 12459 (Debarment, Suspension and Exclusion)
14. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)

15. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
16. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
17. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
18. Title VI of the Civil Rights Act of 1964
19. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
20. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)
21. Individuals With Disabilities Education Act of 2004 (IDEA), 20 USC 1400 et seq.

As the duly authorized representative of the applicant, I hereby assure that the applicant shall comply with the above laws.

Authorized Representative Signature and Title

Date



**ATTACHMENT G
PROJECT BUDGET
DC SCHOOL GARDEN PROGRAM**

A.	Personnel	\$ _____
B.	Fringe Benefits	\$ _____
C.	Transportation	\$ _____
D.	Consultants/Providers	\$ _____
E.	Supplies	\$ _____
F.	Equipment	\$ _____
G.	Training	\$ _____
H.	Indirect Costs (limited to 10%)	\$ _____
I.	PROJECT TOTAL	\$ _____

ATTACH BUDGET NARRATIVE

ATTACHMENT H RECOMMENDED ORGANIZATIONS

Below is a list of recommended organizations. Check all organizations from the list below that you plan to collaborate with on your proposed project. If you are an organization partnering with a school, simply check your organization as well as any other partnering organizations. Be sure to describe your project with all partners before submitting your application to ensure services align with your needs and can be completed within the project budget and timeline.

- | | |
|--|--|
| <input type="checkbox"/> University of the District of Columbia Master Gardening Program | <input type="checkbox"/> Purple Mountain Organics |
| <input type="checkbox"/> District Department of the Environment | <input type="checkbox"/> Compost Cab |
| <input type="checkbox"/> City Blossoms | <input type="checkbox"/> Anacostia Watershed Society |
| <input type="checkbox"/> Washington Youth Garden | <input type="checkbox"/> D.C. Smart Schools |
| <input type="checkbox"/> DC Greens | <input type="checkbox"/> Washington Parks and People |
| <input type="checkbox"/> Monarch Sister School Program | <input type="checkbox"/> Chesapeake Bay Foundation |
| <input type="checkbox"/> Farm to Desk | <input type="checkbox"/> D.C. EnvironMentors |
| <input type="checkbox"/> Seedlings Project | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Earth Day Network | |
| <input type="checkbox"/> Project Learning Tree | |
| <input type="checkbox"/> Arcadia/ Farm to School Network | |
| <input type="checkbox"/> Beet Street Garden | |
| <input type="checkbox"/> Neighborhood Farm Initiative | |
| <input type="checkbox"/> Friend and Food International | |
| <input type="checkbox"/> Kid Power | |
| <input type="checkbox"/> Casey Trees | |
| <input type="checkbox"/> Living Classrooms | |